

CLASS TITLE: Assistant Deputy Fire Commissioner

CHARACTERISTICS OF THE CLASS: Under direction, assists in managing the Bureau of Fire Suppression and Rescue or assists the Fire Commissioner as department inspector; and performs related duties as required.

EXAMPLES OF DUTIES: In the area of Fire Suppression and Rescue, assists in the daily bureau operations; assists and advises the Deputy Commissioner in the formulation of department policy; monitors and coordinates the implementation of policies in order to maintain the integrity and effective functioning of the department; maintains discipline as it relates to rules, regulations and code of conduct; interprets the labor agreement ensuring that instructions and/or directions given are correct and in accordance with the agreement; develops and implements new projects and programs; in the absence of the Deputy Fire Commissioner, charged with the authority and responsibility of the daily operation and programs within the bureau; responds to extra alarm fires and major incidents.

In the area of department inspector, visits fire stations City-wide to conduct inspections of apparatus, quarters, equipment, personnel and record books; conducts periodic evening inspections of fire stations to determine readiness of personnel to answer alarms; conducts inventories of hose, tools, equipment and house furnishings in the field; monitors the department commissary issuing fire clothing and station wear to all members; investigates serious accidents and injury to department members; conducts annual time drill evolutions of field companies; functions as a member of the department disciplinary board; responds to extra alarms of fire, City-wide on a 24 hour basis for seven consecutive days.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or related field, supplemented by Career Service status as a Firefighter and eight years of progressively responsible experience in the ranks of the Fire Department, including four years in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of Fire Department operations. Thorough knowledge of current firefighting procedures and field operations and equipment. Thorough knowledge of department rules and regulations. Knowledge of the principles and practices of public or business administration.

Ability to manage and review the work of subordinates. Ability to evaluate problems, plan and implement programs. Ability to motivate others. Ability to communicate effectively both orally and in writing.

Skill in motivating staff for efficient use of personnel resources and leadership. Skill in dealing with people. Good verbal and written communication skills. Good analytical skills. Good management skills.

April, 1988